

## LOCALLY ADMINISTERED PROJECT CHECKLIST (April 2006)

VDOT PROJECT NUMBER: \_\_\_\_\_  
VDOT UPC NUMBER: \_\_\_\_\_  
FEDERAL PROJECT NUMBER: \_\_\_\_\_  
PROJECT DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** Actions applicable to the project will be checked by the project coordinator once the local/state agreement has been executed. These actions are generally sequential and should, typically, be completed in the order as listed.

Upon completion of the required item, the locality's project manager will check the corresponding box. An up to date checklist may be requested by VDOT as needed.

Depending on the funding source, some items in this checklist may NOT be applicable. Items applicable only to federal projects are italicized.

**NOTE:** Authorization to proceed is necessary for each phase before costs can be incurred. Any costs incurred prior to authorization will be the locality's responsibility.

Applicable	Completed	
		<b>Project Development</b>
<input type="checkbox"/>	<input type="checkbox"/>	<i>In air quality non-attainment areas, Project included in Long Range Plan and TIP that has been analyzed for air quality conformity</i>
<input type="checkbox"/>	<input type="checkbox"/>	Sufficient funding in approved SYP/SYIP to cover Preliminary Engineering estimate
<input type="checkbox"/>	<input type="checkbox"/>	<i>Project PE is listed in the approved Statewide Transportation Improvement Program (STIP) and estimates are consistent with current amount</i>
<input type="checkbox"/>	<input type="checkbox"/>	Written authorization to proceed with Preliminary Engineering received from VDOT
		<b>Preliminary Engineering Phase</b>
<input type="checkbox"/>	<input type="checkbox"/>	Scoping Meeting
<input type="checkbox"/>	<input type="checkbox"/>	<i>Preliminary determination of bridge limits/touchdown points (for BR projects)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Bicycle and Pedestrian Accommodation – The locality shall consider bicycle/pedestrian accommodations in accordance with VDOT CTB Policy and document such consideration in the project file.
<input type="checkbox"/>	<input type="checkbox"/>	SERP initiated by locality
<input type="checkbox"/>	<input type="checkbox"/>	<i>Federal Acquisition Regulation (FAR) audit of proposed consultants</i>
<input type="checkbox"/>	<input type="checkbox"/>	Proposed professional services contract submitted to VDOT for pre-advertisement review

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-award audit completed   |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract awarded for professional services  |
| <input type="checkbox"/> | <input type="checkbox"/> | Project schedule and estimate determined  |
| <input type="checkbox"/> | <input type="checkbox"/> | SERP completed by VDOT  |
| <input type="checkbox"/> | <input type="checkbox"/> | Scoping completed on project, including scoping for environmental services  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><i>NEPA Document Concurrence Form completed and submitted to VDOT Project Coordinator</i></b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><i>NEPA document type approval received from FHWA via VDOT Project Coordinator</i></b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Public Hearing Plans submitted to VDOT Project Coordinator for review and comment   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><i>Draft NEPA environmental document submitted to VDOT Project Coordinator for review and submission to FHWA</i></b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><i>FHWA-signed NEPA document available to the public at least 30 days prior to public hearing</i></b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><i>Approval of NEPA Document</i></b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><i>Final approval for bridge limits/touchdown points (for BR projects)</i></b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Notice of Public Hearing in paper 30 days prior to Public Hearing; <b><i>NEPA documentation must be made available to the public for review</i></b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Hearing held or “Notice of Willingness” posted   |
| <input type="checkbox"/> | <input type="checkbox"/> | Value Engineering review for projects with construction costs exceeding \$5,000,000.00  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location/Design approval – Commonwealth Transportation Board/Chief Engineer   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><i>Final NEPA document approval (if Draft and Final NEPA documents appropriate)</i></b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Environmental compensation and mitigation (related to wetlands and stream impacts). Locality needs to consider whether property will be needed for compensation and mitigation requirements of permits. |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre Right-of-Way plan review  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><i>NEPA document re-evaluation (R/W re-evaluation EQ-200) prior to request for FHWA R/W authorization (only when Federal funding used in Right-of-Way acquisition)</i></b>                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Locality needs to submit completed RW-301 (prior to request for R/W authorization)  |

#### **Right-of-Way Phase**

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Sufficient funding in approved SYP/SYIP to cover RW estimate and Construction estimate  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><i>Project RW is listed in the approved Statewide Transportation Improvement Program (STIP) and estimates are consistent with current amount</i></b> |
| <input type="checkbox"/> | <input type="checkbox"/> | Written authorization to proceed with property acquisition received from VDOT (Right-of-Way Authorization)  |

#### **Final Plan Design and Bid Document Preparation**

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Sufficient funding in approved SYP/SYIP to cover Construction estimate   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><i>Project Construction is listed in the approved Statewide Transportation Improvement Program (STIP) and estimates are consistent with current</i></b> |

***amount***

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | All environmental permits obtained by locality and documented in Water Quality and Natural Resources Due Diligence form (EQ-555). EQ-555 sent to VDOT Project Coordinator  |
| <input type="checkbox"/> | <input type="checkbox"/> | Navigation permit for bridges over navigable waterways obtained from the US Coast Guard and copy provided to VDOT Project Coordinator  |
| <input type="checkbox"/> | <input type="checkbox"/> | Hazardous materials assessments/mitigation/remediation complete and documented in Hazardous Materials Due Diligence form (EQ-121). EQ-121 sent to VDOT Project Coordinator                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Advertisement Conference   |
| <input type="checkbox"/> | <input type="checkbox"/> | Right-of-Way information submitted to VDOT with a request for right-of-way certification (locality shall include statement regarding right-of-way and utility clearance and railroad involvement-see Appendix K) |
| <input type="checkbox"/> | <input type="checkbox"/> | Engineer's Estimate prepared   |
| <input type="checkbox"/> | <input type="checkbox"/> | Locality conducts final QA/QC Review   |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract prepared including all applicable specifications and federal provisions   |
| <input type="checkbox"/> | <input type="checkbox"/> | Final plans, specifications, and estimate submitted to VDOT for review and approval  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><i>Submit Federal Criteria Sheet and Cost Summary Estimate (Appendix N)</i></b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><i>NEPA document re-evaluation (PS&amp;E re-evaluation EQ-200 completed by VDOT District Environmental Manager</i></b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Environmental Certification (EQ-103) completed by VDOT District Environmental Manager  |
| <input type="checkbox"/> | <input type="checkbox"/> | Written authorization to proceed with project advertisement received from VDOT   |

**Advertisement and Construction Phase**

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Project publicly advertised for a minimum of 3 weeks   |
| <input type="checkbox"/> | <input type="checkbox"/> | Bids received and read publicly  |
| <input type="checkbox"/> | <input type="checkbox"/> | Bids verified for accuracy; low bidder identified  |
| <input type="checkbox"/> | <input type="checkbox"/> | Bid information, including bid tabulation, cost summary based on Contractor's Bid and letter of recommendation from locality submitted to VDOT |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract awarded by the Commissioner or CTB at their monthly meeting; generally the third Thursday of each month                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Written authorization to proceed with construction received from VDOT  |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction contract awarded to low bidder  |
| <input type="checkbox"/> | <input type="checkbox"/> | Coordination meeting with VDOT prior to start of construction  |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Construction meeting with selected contractor  |
| <input type="checkbox"/> | <input type="checkbox"/> | Form C-5 submitted to VDOT once construction begins  |
| <input type="checkbox"/> | <input type="checkbox"/> | Change Orders submitted to VDOT Residency as applicable  |
| <input type="checkbox"/> | <input type="checkbox"/> | Final inspection scheduled with VDOT Area Construction Engineer  |
| <input type="checkbox"/> | <input type="checkbox"/> | Submittal of "as-built" documentation to VDOT  |
| <input type="checkbox"/> | <input type="checkbox"/> | Project received final acceptance from VDOT and a completed Form C-5 submitted to VDOT   |

**VDOT Contacts**

**VDOT Project Coordinator:**

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**VDOT District Environmental Manager:**

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**VDOT Residency Contact or Urban Program Manager:**

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**Locality Project Manager:**

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Date checklist provided to locality from Project Coordinator:

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Signature	Date

Date checklist completed by Locality Project Manager:

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Signature	Date